

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Child Watch Attendant (PT non-benefitted) Revision Date: 02/14
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 55916

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Youth Programs and Day Care Coordinator, organizes and supervises the child watch program and participants.

III. Essential Duties:

- Comply with and supervise others to adhere to all Utah State requirements for day care.
- Monitor the activities and the environment of the children left in the care of child watch ensuring a clean, healthy and safe environment.
- Use the vacuum to continually clean the floor.
- Pick up all of the toys periodically during, and at the end of each shift.
- Monitor the children for cleanliness and good health.
- Wash the childrens' hands each time they use the restroom and before eating
- Check diapers as needed.
- Contact parents if their children are sick.
- Check all of the child watch toys and supplies for safety on an ongoing basis.
- Book reservations, monitor paid fees and disseminate information to the public.
- Have a thorough knowledge of all programs, memberships, facilities, special functions and policies and procedures.
- Maintain and verify emergency medical information for off-premises children by recording required information according to the Alta Canyon Sports Center=s standards.
- Verify the existence of medical information on each child.
- Assist in helping retain members.
- Complete all special assignments as delegated by the Youth Programs and Day Care Coordinator.
- Handle complaints, questions, and concerns from clients and members.
- Document action taken on major complaints and report to the Youth Programs and Day Care Coordinator.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent preferred.

Experience: Requires some experience in job related activities, including working with infants and children; must be at least 18 years of age.

Knowledge of: Current methods and principles involved in Child Care; games, sports, arts and crafts, storytelling, music; correct English usage, spelling, and vocabulary; CPR, First Aid and Food Handler=s Permit certification required within 30 days of hire.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.

Communication Skills: Work will with public, including adult and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with department head, employees and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information. English literacy skills to care for children and respond to emergencies.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.

Work Environment: Generally comfortable working conditions; moderate noise level; frequent field work in coordinating and directing programs; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____